

ATTACHMENT A *to:* DD/S
72-4571

ADMINISTRATIVE PLANS AND FISCAL ANNEXES

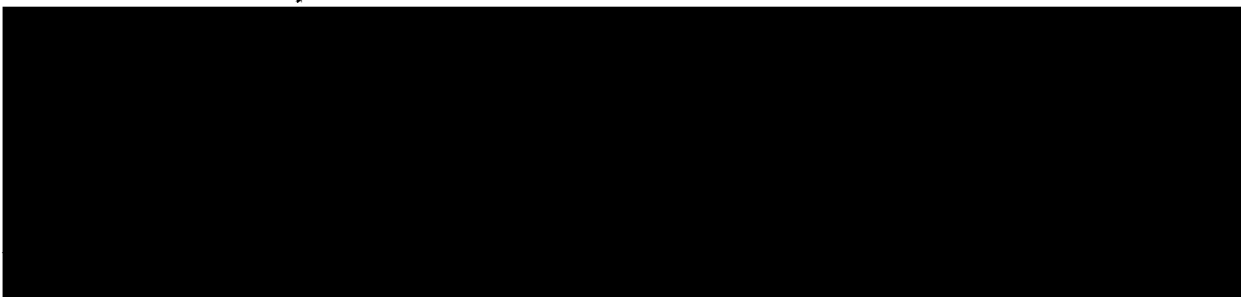
Listed below are the answers to the 12 questions covering Administrative Plans and Fiscal Annexes which were presented at the recent Administrative Support Meeting [REDACTED]

STATINTL

1. (a) Compliance by the Field and satisfaction of the Finance Division Headquarters or Field Audit Staff that the funding and account mechanics of the plan are realistic, workable, and are properly carried out.

(b) The follow-up on compliance with Administrative Plans is the primary responsibility of the Chief of Station, Certifying Officer and/or Audit Staff in the field. In the event an Administrative Plan is not being complied with the Headquarters Case Officer is the principal point of contact for such compliance, as requested by the Field, and in conjunction with the Support Staff achieves compliance or initiates action for amendment of the Plan if it is unworkable or unrealistic in the field.
2. Initially this information is obtained by direct contact with the desk head and case officer involved. In certain instances additional information may be solicited from the field.
3. By following the established format for Administrative Plans and Fiscal Annexes developed by Project Administrative Planning Staff and the SSA/LDS.

STATINTL

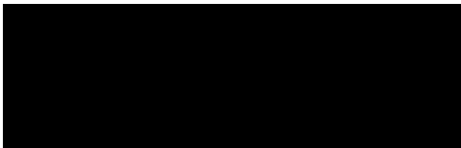


5. Suggestion is a good one, however, NEA projects, requiring Administrative Plans have not been extensive or lengthy.
6. Field Certifying Officers, Finance Division Headquarters and/or Field Auditors are responsible for determining that the account is established and conditions met, therefore, any action by Headquarters would be accomplished upon receipt of data from these components.

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7. Cooperative liaison with case officers of this Division has resulted in access to all required data.
8. If a "direct" project's operations preclude the rendition of acceptable accounting documents or control of the use of the project's funds is not vested in the Chief of Station or Project Chief a Fiscal Annex or Administrative Plan is then considered necessary unless waived by the DCI. Likewise, the exceptions listed in the last sentence of para. 2 c of [REDACTED] are always taken into account when considering the need for a Fiscal Annex or Administrative Plan covering a "direct" type of project. 25X1A
9. Only when considered necessary, which is quite seldom.
10. NEA strives to prepare Administrative Plans in as brief a manner as possible, yet meeting the requirements or intent of writing the Plan.
11. NEA prefers to use Part II project outline on FI projects in lieu of writing Fiscal Annexes.
12. As this information has already been documented by other memorandum media, do not believe essential that it be repeated in Administrative Plans or Annexes.

CS/NEA



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